

September 13, 2000

## Influence Without Authority

Tom Wunder



Your ability to influence others at work is absolutely critical to your success. Examine and practice strategic and tactical techniques to encourage others to cooperate, work up the chain of command, and leverage your position when someone else has authority or a competing agenda.

Tom Wunder is founder and president of Influence Systems, Inc., a management and consulting firm, where he oversees the development of innovative programs designed to increase organizational effectiveness.

## Take Charge of Your Career and Life

Carole Kanchier, Ph.D.



This workshop offers a refreshing, integrated perspective on career and life cycles. Learn how to assess your personal characteristics, research and create career alternatives, and clarify and attain goals while tapping into your intuition and strengthening your will to risk.

An internationally syndicated columnist, Carole Kanchier, Ph.D., is a psychologist/counselor, educator and the award-winning author of *Dare to Change Your Job – And Your Life*.

## Interactive Business Writing

Phil Bozek, Ph.D.



Cut your document production time by 30% to 50% AND improve the quality and accuracy of your writing! Learn a systematic process to generate a variety of technical and business documents, including steps to plan, brainstorm, and organize ideas; write quickly; and edit for clarity and accuracy.

Phil Bozek, Ph.D., is a nationally acclaimed corporate consultant and trainer. He has 24 years of experience as a teacher and corporate trainer and received his doctoral degree in literature and linguistics.

## Effective Communication: Cognitive & Behavioral Skills

Arthur Lange, Ed.D.



Discover the skills needed to be a more effective communicator day-to-day, especially under high stress or difficult circumstances. Learn how to direct and control your reactions, what to say and how to say it effectively in specific, real-life situations.

Arthur Lange, Ed.D., is a teacher, consultant, and facilitator. He has authored three books: *Responsible Assertive Behavior*, *The Assertive Option*, and *How to Keep People From Pushing Your Buttons*.

## Negotiating to Yes

Knute Sorenson



How often have you been faced with the dilemma of pushing hard for what you want at the risk of damaging a relationship? Explore techniques of *principled negotiation* in this workshop, which focuses on a five-part strategy as a method of negotiating with integrity.

*Negotiating to Yes* is based on the work of Dr. William L. Ury, co-founder and associate director of the Program on Negotiation at Harvard Law School. As instructor for this workshop, Knute Sorenson brings 20 years of experience as a consultant in operational and organizational development.

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There are no fees for these events. Enrollment is limited. There is a late cancellation fee. To register, visit the Virtual Training Center at [www.ianl.gov/labview/training/training.html](http://www.ianl.gov/labview/training/training.html) and click on "Workforce Development," or call 667-9071.

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